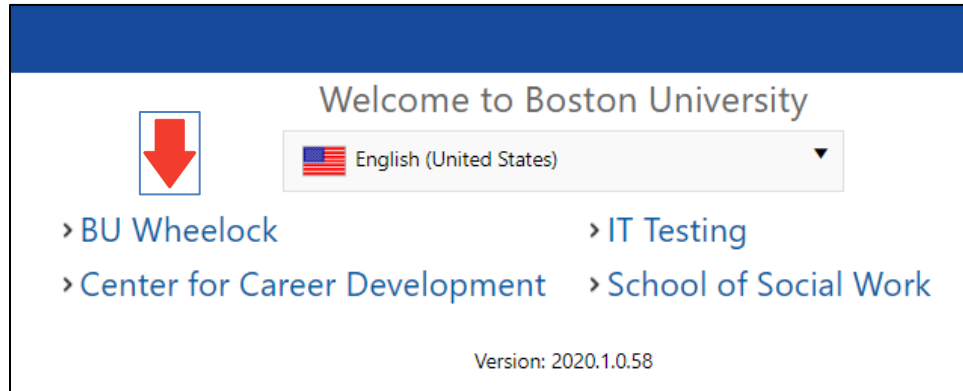


How to Approve Hours in Sonia Online

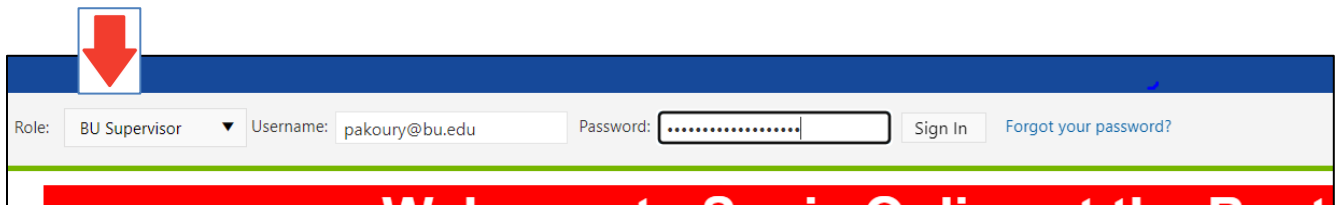
1. Navigate to <https://sonia.bu.edu/SoniaOnline/> Click on BU Wheellock.

- **Note:** You can only approve timesheets for students where you are listed as the program supervisor



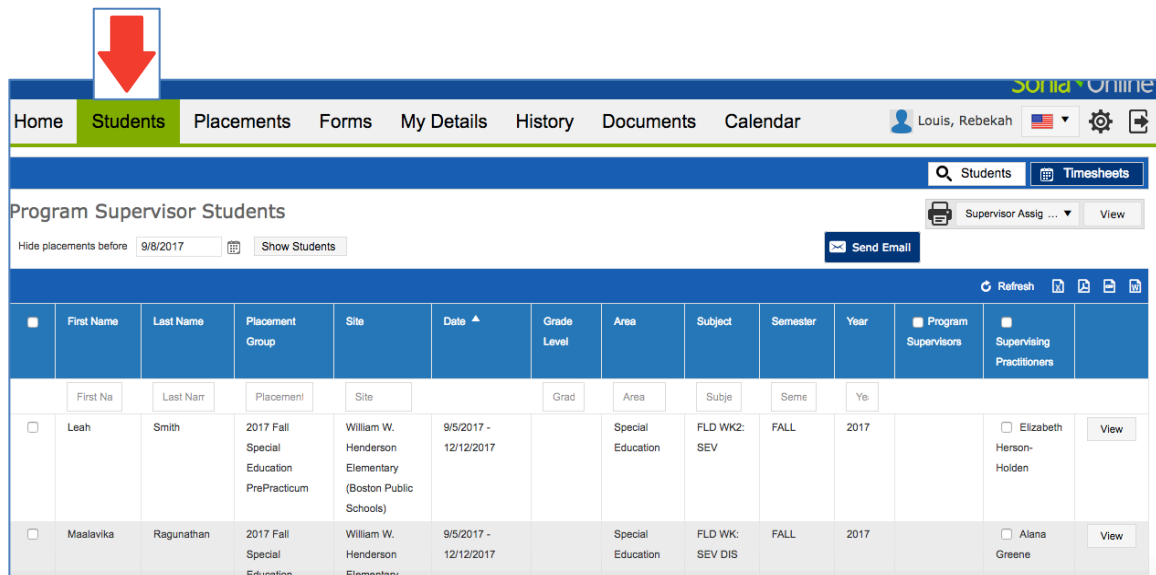
2. Click on Program Supervisor under Role and enter your username and password.

- **Username** is your **full** BU email address.



3. Click on Students. Only students who you are listed as a program supervisor for will show.

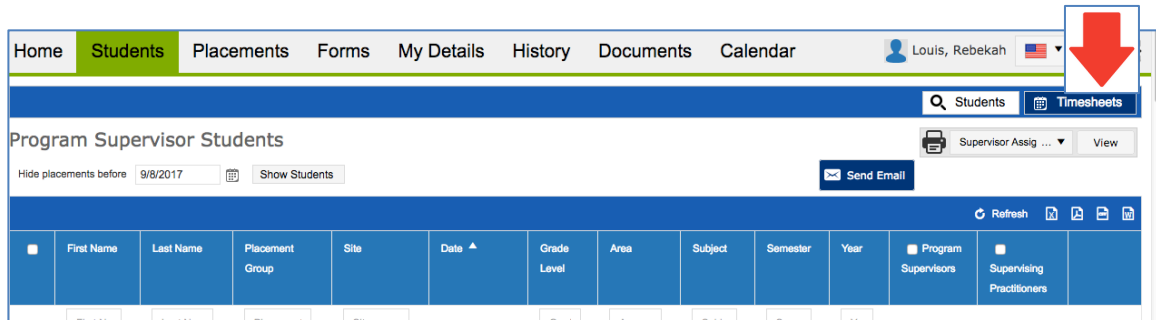
- **Sort Columns** by clicking on a column header (e.g., last name, first name or date)



	First Name	Last Name	Placement Group	Site	Date	Grade Level	Area	Subject	Semester	Year	Program Supervisors	Supervising Practitioners	
<input type="checkbox"/>	Leah	Smith	2017 Fall Special Education PrePracticum	William W. Henderson Elementary (Boston Public Schools)	9/5/2017 - 12/12/2017		Special Education	FLD WK2: SEV	FALL	2017		<input type="checkbox"/> Elizabeth Herson- Holden	View
<input type="checkbox"/>	Maalavika	Ragunathan	2017 Fall Special Education	William W. Henderson Elementary	9/5/2017 - 12/12/2017		Special Education	FLD WK: SEV DIS	FALL	2017		<input type="checkbox"/> Alana Greene	View

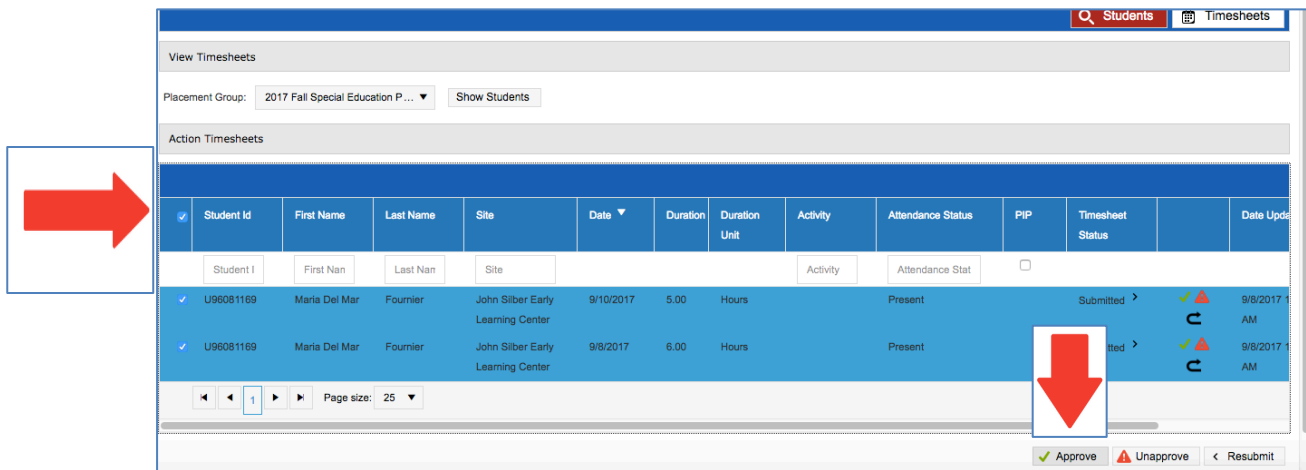
4. Click on Timesheets.

- All timesheets awaiting approval will be displayed. Scroll down to review them.

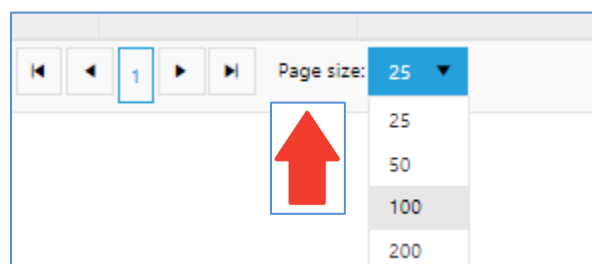


5. Select the timesheets that you would like to approve. Click Approve at the very bottom of the screen.

- Bulk Approval:** To approve student hours in bulk, click the box to the left of Student ID. Then click Approve at the bottom right.
- Filter Option:** Hone-in on a specific student by typing their first or last name in the column header



NOTE: The default number of timesheets per page is twenty-five (which means that you can bulk approve that many timesheets at once). However, if you would like to expand the number of timesheets per page, go to the bottom left of the screen and select from the dropdown menu titled Page Size.



6. Log off on the top right corner once all timesheets are approved.

